

6.2 JPO - Monitoring and Evaluation Officer (Climate Action) – Geneva, Switzerland

Maintain and adjust the overall project/programme/strategy Monitoring and Evaluation framework; Support in development and Implementation of a Monitoring and Evaluation strategy for the annual work plan; Prepare monthly, quarterly, or annual project/programme/strategy reviews, participatory impact assessments, process and operations monitoring, real time, midterm and final evaluations and lessons learned workshops, while monitoring compliance of M&E arrangements with donor/UN/HQ requirements; Coordinate the Monitoring and Evaluation support activities to facilitate comprehensive and detailed coverage of project/programme/strategy M&E activities through all stages of implementation; Check the proper use of IOM's Project Information and Management Application (PRIMA) for monitoring, reporting and evaluation; Verify that risks are assessed, and new ones identified during the regular monitoring of project activities, and where appropriate ensure that associated Project Risk Register Matrix, Risk Treatment plans are monitored and regularly reviewed; Collaborate with other IOM units in headquarters both quantitative and qualitative monitoring aspects to provide relevant information for performance management, donor reporting, and evaluations of project/programme/strategy activities, as well as for complying with IOM's institutional monitoring and reporting requirements, including IOM's Strategic Results Framework (SRF), PRIMA and the Institutional Questionnaire (IQ) and IQBis; Coordinate the process for identifying the key performance questions, indicators and parameters for monitoring and evaluating performance and achievements, including alignment to and use of the SRF results and indicators for all Climate Action implementation areas; Liaise with the RTS's in design the format for Climate Action performance reports in line with M&E guidelines and donor requirements, review and analyse the monitoring reports and targets, highlight the causes of potential bottlenecks in implementation and recommend corrective measures, where necessary; Review the availability and quality of existing social and economic data related to Climate Action, the methods for collecting them and the degree to which they can provide baseline statistics and reference for strategic monitoring and evaluation; Participate in the development of projects/programmes in the framework of IOM global strategies, the SRF, Consolidated Appeal and other strategic plans, in coordination with the programme, operational and resource management staff; Verify that budgets include necessary resources for M&E activities, including for conducting evaluations.